

# **Greater Newark HUD Tenants Coalition**

**944 Broad Street - 3<sup>rd</sup> Floor**

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August 23, 2002

Ward Coffee Company, Inc.  
Attn: Mr. Summers  
944 Broad Street  
1<sup>st</sup> Floor  
Newark, NJ 07102

Dear Mr. Summers:

For quite some time I have had no lighting in my office and for the most part, this renders the office semi-unusable. For approximately one year, I have made multiple requests that you install a light switch, yet nothing has been done about this situation. Although I have tried using lamps, they do not seem to give the proper lighting thereby leaving my staff and I susceptible to eye damage. In addition, the fluorescent lights in the second floor hallway need to be replaced.

I realize that you are a very busy man and I have been patiently waiting for you to remedy this situation, however I would greatly appreciate your installing a light switch in my office at your earliest convenience.

I thank you in advance for your anticipated cooperation.

Sincerely,



Frank Hutchins  
Director

FH/mb